

Regional Regranting Program

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Similar guidelines and applications are available for all other MCACA programs from our website, as well as our general guidelines. If you require additional information, please contact MCACA staff.

Other MCACA Programs:

Local Art Agencies and Services
Anchor Organizations
Capital Improvements Projects
Arts Projects
Partnerships
Rural Arts and Culture
Arts and Learning

MCACA

702 W. Kalamazoo
P.O. Box 30706
Lansing, MI 48909-8241
(517) 241-4011
TTY (517) 373-1592
www.michigan.gov/arts



*michigan council for
arts and cultural affairs*

Getting Started . . .

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts & Libraries (DHAL), serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

The 2006-2010 MCACA Strategic Plan establishes short- and long-term goals for the Council's administration, its granting programs and its customer service. MCACA uses these goals to help remain focused on how to further our mission and fulfill our vision. We fully expect that the projects supported through our granting programs will meet one or more of these goals as well. The goals of MCACA are to:

- Support arts and culture as a catalyst for community revitalization and economic development.
- Encourage new, creative and innovative works of art.
- Strengthen arts and culture by:
 - Establishing and facilitating communications networks
 - Increasing visibility and awareness of arts and culture
 - Supporting arts education
 - Recognizing, reflecting and celebrating cultural pluralism and broadening cultural understanding
- Expand and develop funding resources for the Council and its clients

In addition, the Council is firmly committed to and wishes to support projects and programs that:

- Enhance the state's quality of life
- Demonstrate the importance of arts and culture in daily living
- Provide broad public access to arts and cultural activities
- Support those who create, present or produce quality arts and cultural projects
- Facilitate delivery of arts and cultural resources statewide

This booklet contains requisite information and forms to help qualified organizations apply for funding in the Regional Regranting Program. Applications are due June 1, 2007. Funding through this program supports, in part, the activities involved in servicing of the Regional Regranting Program, between October 1, 2007, and September 30, 2008.

An application fee of 3% of the requested amount, or \$300 (whichever is less) must accompany the application.

The Council's Regional Regranting program utilizes a network of nonprofit organizations to distribute small arts and cultural projects grants (Minigrants). Each organization, or Regional Regranting agency, operates within its own identified service area composed of one or more counties.

Getting Started

Thank you for your interest in applying to MCACA's Regional Regranting Program. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the state of Michigan can come to fruition.

NOTE: It is important that you read to the MCACA publication “General Guidelines” for more detailed information as to grantee requirements, general eligibility information, MCACA contacts and other program information.

Program Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2008 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Waiver Requests

Organizations that seek a waiver of any portion of the program guidelines must do so in writing by April 16, 2007. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools and the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.



MCACA Regranting Regions

Applicant organizations must be based in the MCACA region that they are applying to serve. The regions identified by Council for the purpose of the Regional Regranting Program are:

Region 1--Wayne

Region 2--Oakland

Region 3--Macomb, St. Clair

Region 4--Livingston, Monroe, Washtenaw

Region 5--Genesee, Lapeer

Region 6--Clinton, Eaton, Ingham, Shiawassee

Region 7--Arenac, Bay, Midland, Saginaw

Region 8--Ionia, Lake, Montcalm, Kent, Mecosta, Newaygo, Osceola

Region 9--Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle

Region 10--Antrim, Kalkaska, Missaukee, Benzie, Leelanau, Wexford, Grand Traverse, Manistee

Region 11--Chippewa, Luce, Mackinac

Region 12--Alger, Dickinson, Menominee, Delta, Marquette, Schoolcraft

Region 13--Baraga, Houghton, Keweenaw, Gogebic, Iron, Ontonagon

Region 14--Allegan, Mason, Muskegon, Oceana, Ottawa

Region 15--Barry, Cass, St. Joseph, Berrien, Kalamazoo, Van Buren

Region 16--Branch, Hillsdale, Lenawee, Calhoun, Jackson

Region 17--Huron, Sanilac, Tuscola

Region 18--Clare, Gladwin, Gratiot, Isabella

Region 19--Alcona, Crawford, Iosco, Ogemaw, Oscoda, Roscommon

Program Outline

This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts, and preserve our cultural heritage. It is the Council's expectation that projects funded through the Regional Regranting program will:

- Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan.
- Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan.
- Support activities that create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural, and social relevance.
- Promote the career development of Michigan artists and assist them in the production of their work.
- Promote the development of business skills for artists and the management capabilities of community arts producing and presenting organizations.
- Reach new audiences, spur local economies, increase audience access, diversity, size or participation in the arts and market and promote the arts.
- Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

Supported Projects

The Regional Regranting Services Grant Program is intended to support the above-stated goals of the Council in each region of the state. The Regional Regranting Program:

- decentralizes grants administration and maximizes service delivery efficiency through partnerships
- facilitates equitable geographic distribution of grant funding
- provides access to quality arts and cultural activities from broad, diverse, and new audiences
- furthers the involvement of underserved populations in arts and cultural activities

- develops leadership at the local level and creates a network of knowledgeable grants administrators

Program Functions

The Council contracts with Regional Regranting agencies to administer this program. Agencies are responsible for the implementation of all aspects of the program in their respective regions, and for participating with MCACA. Functions include:

- management of Council funding
- proactive cultivation of applications from all geographic and demographic areas of the region
- promotion and information dissemination
- distribution of Minigrant applications
- conducting grant workshops
- providing individual grant assistance consultancies (technical assistance)
- recruitment and orientation of panel review members
- application review and facilitation of panel meetings
- applicant notification, funding plan development, contracting, and final reporting
- evaluation of funding activities
- planning and record-keeping
- all reporting to the Council
- administrative participation in the program, including attending meetings with MCACA staff and others in the Regional Regranting Program
- developing local interest in and support of meaningful arts and cultural involvement
- providing local determination in the grants-making process
- providing simplified and often initial access to Council funding

Accountability

Accountability to Council includes:

- evidence of appropriate subgrantee contracts that adequately describe awardees' obligations to implement their Minigrant projects as approved by panel reviewers; credit of Council support; and report on their projects
- suitable contracting and payment processes
- sound evaluation of funded activities
- accurate, complete and timely reporting to Council
- Regranters' performance of regional regranting services for their region, in the program

Reporting

Regranters receive their regranting funds in incremental payments, one payment for each of the two annual minigrant rounds. To receive payment, regranters must provide the following for each minigrant round:

- a minigrant funding plan for the round (with both funded and not funded projects listed)
- the names and titles or briefly stated qualifications of the minigrant panel reviewers

Getting Started

- copies of all minigrant application forms (funded and not funded) submitted for the round

After these materials are received in the Council's offices, a check is prepared in the amount of the total subgrantee minigrant awards listed in the round's funding plan, and is mailed to the regranter. Regranters must have received all of their subgrantees' minigrant final reports within 30 days of projects' completion, no later than October 31, 2008.

All regranting/distributing of funds for fiscal year 2008 must be completed by September 30, 2008. (No Council funding expended and no grant match accrued between 10/1/08 and 10/31/08). By November 30, 2008, each Regranter must provide their agency's regranting final report, which should include accomplishments and outcomes, workshop attendance/participation numbers, final budget, numbers of adults and children who benefitted from projects funded by minigrants made to their subgrantees and number of employees and new hires. Other items covered in the report include:

- information on program administration and statistics, a minigrant funding plan for the entire year with descriptions of minigrant projects and an administrative financial report
- all applicant minigrant files for the year
- all subgrantees' minigrant final reports for the year

Recipients of more than \$100,000 (in their Regranting award) must also submit an Interim Report. This report should include number of individuals who benefitted from the minigrants made to subgrantees, revenues and expenditures, matching information and narrative summary.

Funding Levels and Uses

Funding awarded for regranting is made on a year-to-year basis. For FY 08, the Regional Regranting applications will not be reviewed by a peer review panel. Pending the approval of the State of Michigan's FY 2008 budget, Regional Regranters will receive the same amount of funding they were awarded through the FY 2007 grant review and award process or they will receive equally reduced amounts among the current Regranting organizations.

Note: Funds are appropriated to MCACA on an annual basis and there is no guarantee of funding to any organization from year to year. Funding awarded for services (the services grant) is a percentage of the regranting award.

Funding may be used for:

- Salaries, wages, fees and honoraria
- Supplies, materials, posters, packaging, distribution
- Advertising, promotion, and other marketing expenses
- Grant workshops, meetings, application adjudication, reviewer identification and orientation
- Panel review meeting travel & expenses
- Processing of applications, contracts, payments, and reports
- Planning and technical assistance

- Mailing services, postage, telephone, utilities, copying, printing, and facilities' maintenance
- Rental costs
- Consultations, evaluation, and documentation

Funding may not be used for:

- Costs associated with the start-up of a new organization*
- Costs incurred prior to October 1, 2007*
- Fundraising activities*
- Projects that take place outside the state, foreign travel or out-of-state travel*
- Consultants who are members of an applicant's staff or board
- Payments to students
- Indirect costs (charges made by an organization to cover the management or handling of grant funds)*
- Operating costs not directly associated with the project*
- Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested*
- Purchase awards, cash prizes, scholarships*
- Contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs*
- Art projects that include displays of human wastes on religious symbols, displays of sex acts, and depictions of flag desecration.*

*-These activities may not be included in the project budget.

Matching Funds

All Council programs require that the applicant supply a level of "matching funds," or funds available to them through other sources. Regranting Program applicants must match grant dollars on a 1:1 basis. Matching funds may be cash and/or inkind. Other State Funds may not be used as matching funds, and applicants may not use the same matching funds in more than one project.

Regranted Funding, Restrictions and Match

MCACA funding may be subgranted to Michigan nonprofit organizations through Minigrants. Mini-grants are made by Regional Regranters for locally directed arts and cultural projects started after October 1, 2007 and completed by September 30, 2008. Regional Regranting Agencies may not apply or be funded through the Minigrant program for their own arts and cultural projects.

There are two minigrant rounds to which organizations may apply in a fiscal year. Organizations may be funded up to two times in a fiscal year (for different projects).

Minigrants provide up to \$4,000 per application, on a one-to-one matching basis, for locally devel-

oped, high quality arts and cultural projects that address community needs and increase public access to the arts.

Minigrants support a broad range of artistic and cultural expression from all cultures through projects that preserve, produce, or present the traditional or contemporary arts and culture.

Minigrants must be based on a competitive evaluation process that includes proposal adjudication by volunteer ad hoc panels representing the region geographically, demographically, and composed of reviewers with appropriate expertise.

Regranted funds must be used for no other purposes than those on page 7 (“Funding Levels and Uses”). In addition, Minigrants may not be used for identical project expenses that have been funded through other Council program grants.

Regranted funds awarded through Minigrants must be matched on a dollar-for-dollar (minimum) basis by subgrantees. This match may be made by cash, inkind, or a combination of the two. Minigrants must not exceed one-half of total project costs.

Regranters are required to offer two funding rounds:
Round 1- deadline July 1, for projects beginning October 1
Round 2- deadline February 1, for projects beginning April 1

Council Credit

Regranters must credit support by the Michigan Council for Arts and Cultural Affairs in all program publicity, media materials and contacts. Further, Regrants must ensure that their subgrantees credit Council support in all of their Minigrant publicity and media materials.

Grantee Requirements

Grantees must confirm project/program implementation plans and, if requested, revise budget based upon the actual grant award.

Grantees must sign a grant agreement detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations,” includes

specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if

approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity.

Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools.

Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization, program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

According to Public Act No. 345 of 2006, Section 405 states that each grant recipient shall provide MCACA with the following:

- (a) Proof of the entire amount of the matching funds, services, materials, or equipment by the end of the award period.
- (b) Within 30 days following the end of the grant period, a final report that includes the following:
 - (i) Project revenues and expenditures uncluding grant matching fund amounts.
 - (ii) Number of patrons attracted or benefiting during the grant period.
 - (iii) A narrative summary of each project and its outcome, including all of the following:
 - (A) How the project supported acieving the department's intended goals and outcomes for each program.
 - (B) How the program met the quantifiable measures of success in meeting the goals and outcomes.
- (c) By April 7 of the grant year, each recipient of a grant greater than \$100,000.00 shall submit an interim report that includes the items identified in subdivision (b).

Review Criteria

Management--30 points

Is there clear evidence that the applicant organization **currently** has:

- competent human resources, including qualified management personnel with skills appropriate to effectively administer the program and an adequate number of trained employees and/or volunteer staff to effectively support the Regional Regranting Program?
- sufficient operating systems, including adequate working hours, satisfactory working space and all other material resources to accommodate administration of the program?
- sound business practices for adequate record keeping, planning, reporting, monitoring, financial management/ budgeting and other procedures that are necessary in administering the program?
- a history of successful program management, including the Regional Regranting program or others similar in scope?

Constituent Services and Regional Involvement--30 points

Is there clear evidence that the applicant organization has or is prepared to have:

- a comprehensive publicity strategy that makes the program well known throughout the regional services area and includes reasonable efforts to reach as many eligible applicants as possible in the announcement process?
- a plan for proactive cultivation of eligible applications from each county in the Region (in the case of a single-county Region, reaching different neighborhoods, communities, or other geographic units within that county)?
- a plan for proactive cultivation of eligible applications representing appropriately diverse demographic groups and artistic disciplines of the Region?
- provisions for effective grant assistance workshops and individual assistance opportunities to facilitate the development of competitive applications?
- an understanding of, compatible mission with, and commitment to the relationship between the Council (MCACA), the Regional Regranting agency, and the subgrantee organizations of the Region?

Fair and Equitable Proposal Review---25 points

Is there clear evidence that the applicant organization has or is prepared to have:

- suitable criteria to determine, select, and rotate appropriate proposal review panel members that represent the geographic, demographic and artistic disciplines of the region?
- an effectively organized proposal review process, including furnishing reviewers with appropriate proposal evaluation materials and instruction, conducting orientation/instruction prior to proposal evaluation, and suitable review scheduling and site selection?
- processes for appropriate funding recommendations and decisions, including evidence of suitable documentation of reviewer discussion, recommendations and decisions, reviews and scores based on materials provided in each application and based on Council (MCACA) guidelines, and evidence of a reasonable relationship between proposal scores and funding recommendations?
- evidence that reganting program managers do not participate in the review process (except as facilitator) or advocate the funding of any applicant?
- evidence that an appropriate process is used to consider the fair distribution of grant funds among the geographic areas, arts disciplines and minority and underserved populations represented in the region?

Accountability and Reporting--15 points

Is there clear evidence that the organization has or is prepared to have sound practices for:

- communication with subgrantees, including adequately describing awardees' obligations to implement their Minigrant projects as approved by panel members, report on their projects in a complete and timely manner and credit of the Council (MCACA)?
- contracting (including the above) and payment processes to subgrantees?
- monitoring, tracking and evaluation of funded activities?
- reporting to the Council (MCACA) in an accurate, complete and timely manner?

Application Form Instructions

Note: If you are not currently a Regional Regranter, contact MCACA staff before applying.

Helpful Hints

- Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.
- Separate applications must be completed for each grant request.
- The grant application may be duplicated.
- Applications must be typed.
- Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, good planning makes successful projects.
- The application Narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area. Also, clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.
- Clearly explain the public benefit of your project.
- Your documentation should support your application. Remember to use current letters of support and samples of work. Remember, if you have a website include appropriate references, especially in regards to samples of work, annual reports, strategic plans etc., as they relate to your application.
- You should consider your budget another opportunity to state your case for funding. Use your budget to support your project Narrative. Make sure that the numbers in the budget match the numbers in your Narrative.
- Provide detailed explanations for all budget items, cash and in-kind. Double check the accuracy of all mathematical calculations.
- Remember, prior MCACA funding does not ensure continued support.
- Check for typos.
- Before mailing, make certain your application package is complete. You **will not** be notified of application deficiencies. No additional information may be submitted after the May 1st deadline.

Section 1: Cover Page ---The cover page provides a receipt record for Council use and provides the summary of the project for Council members.

Project Summary

Provide a clear and concise project summary. Include a project synopsis with timeline, number and types of activities for which MCACA funding is requested. Limit your response to the space provided. If the project is funded, this summary will be the basis for your grant contract language.

Section 2: Applicant Information

Name, address and telephone number

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

Board Chairperson

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

Section 2 County Code and Section 3 Project County Code(s)

Section 2 --- Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

Section 3 --- Enter the two digit code(s) for the county in which the project takes place. The applicant organization's location and the project location may differ. Enter all county codes that apply.

01	Alcona	25	Genesee	48	Luce	72	Roscommon
02	Alger	26	Gladwin	49	Mackinac	73	Saginaw
03	Allegan	27	Gogebic	50	Macomb	74	Sanilac
04	Alpena	28	Grand	51	Manistee	75	Schoolcraft
05	Antrim		Traverse	52	Marquette	76	Shiawassee
06	Arenac	29	Gratiot	53	Mason	77	St Clair
07	Baraga	30	Hillsdale	54	Mecosta	78	St Joseph
08	Barry	31	Houghton	55	Menominee	79	Tuscola
09	Bay	32	Huron	56	Midland	80	Van Buren
10	Benzie	33	Ingham	57	Missaukee	81	Washtenaw
11	Berrien	34	Ionia	58	Monroe	82	Wayne
12	Branch	35	Iosco	59	Montcalm	83	Wexford
13	Calhoun	36	Iron	60	Montmorency	99	Statewide
14	Cass	37	Isabella	61	Muskegon	(use for project activity only)	
15	Charlevoix	38	Jackson	62	Newaygo		
16	Cheboygan	39	Kalamazoo	63	Oakland		
17	Chippewa	40	Kalkaska	64	Oceana		
18	Clare	41	Kent	65	Ogemaw		
19	Clinton	42	Keweenaw	66	Ontonagon		
20	Crawford	43	Lake	67	Osceola		
21	Delta	44	Lapeer	68	Oscoda		
22	Dickinson	45	Leelanau	69	Otsego		
23	Eaton	46	Lenawee	70	Ottawa		
24	Emmet	47	Livingston	71	Presque Isle		

Application Form Instructions

Federal Identification Number

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Status Code--Describes Legal Status

Enter the 2-digit code that indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter that describes it.

02 **Organization-Nonprofit**, no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

A **An unincorporated association formed for nonprofit purpose:** a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.

B **A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

C **A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.

D **A tax exempt organization other than (501(c)3) or one which is a segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.

03 **Organization-Profit**, income or assets do inure to the benefit of directors, officers, employees, or stockholders.

04 **Government-Federal**, to be used when the mail recipient is a unit of federal government.

05 **Government-State**, to be used when the mail recipient is a unit of state government.

06 **Government-Regional**, to be used when the mail recipient is a unit of a sub-state regional government.

07 **Government-County**, to be used when the mail recipient is a unit of a county government.

08 **Government - Municipal**, to be used when the mail recipient is a unit of a municipal government.

09 **Government-Tribal**, to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

99 **None of the above**, to designate an entry which cannot be coded.

Institution Code--enter a code to identify the applicant organization.

03 Performing group of artists who perform works of art (an orchestra, theater, dance group)

04 Performing Group - College/University, a group of college or university students who perform works of art.

- 05 Performing Group Community - a group of persons who perform works of art avocationally and that may be, but is not necessarily, professionally directed.
- 06 Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.
- 07 Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.
- 08 Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff that owns or utilizes works of art, cares for and exhibits them to the public on some regular schedule.
- 09 Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, that owns or utilizes tangible objects, cares for them and exhibits them to the public on a regular schedule. (e.g., organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)
- 10 Gallery/Exhibition Space-an organization or space that primarily exhibits works of art from collections other than its own and may be involved in selling those works.
- 11 Cinema - a motion picture theater organization that regularly shows films.
- 12 Independent Press - a non-commercial publisher or printing press that issues small editions of literary and other works.
- 13 Literary Magazine - a non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
- 14 Fair/Festival - a seasonal program of arts events.
- 15 Arts Center - a multipurpose facility for arts programming of various types.
- 16 Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area (e.g., county, state, local).
- 17 Arts Service Organization - an organization that does not, as its central function, produce or present the arts, but provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
- 18 Union/Professional Association - includes artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
- 19 School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.
- 20 School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators.
- 21 School, Elementary - also called a grammar school.
- 22 School, Middle - also called a junior high school.
- 23 School, Secondary - also called a senior high school.
- 24 School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.

Application Form Instructions

- 25 School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.
- 26 College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.
- 27 Library
- 28 Historical Society/Commission - a historical “society” is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical “commission” is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.
- 29 Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g., county, state, local.)
- 30 Foundation - an endowed organization that dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.
- 31 Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.
- 32 Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs. Elks, Clubs, the Salvation Army, Junior League, etc.
- 33 Correctional Institution - a prison, penitentiary, reformatory, etc.
- 34 Health Care Facility - hospital, nursing home, clinic, etc.
- 35 Religious Organization - church, synagogue, etc.
- 36 Seniors’ Center - a facility or organization offering programs, care or services for people 65 and over.
- 37 Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)
- 38 Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Includes grants to municipalities.
- 39 Government /Judicial - judges and courts of law.
- 40 Government /Legislative (House) - the representative body of government (commonly the House of Representatives) creating statutes/laws. Includes representatives and related other, such as legislative research personnel.
- 41 Government /Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Includes senators and related others, such as legislative research personnel.
- 42 Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.

- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - Television
- 47 Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.
- 48 School of the Arts - any school which has arts education as its primary educational mission. Includes magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.
- 49 Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).
- 50 Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.).
- 51 Child Care Provider - an organization providing child care.
- 99 None of the above.

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office, or at www.house.gov/writerep/.

Section 2: Applicant Primary Discipline Code and Section 3--Project's Primary Discipline Code:

For Section 2: Enter "14 - Multi-disciplinary" for this program's discipline.

For Section 3: Enter "14 - Multi-disciplinary" for this project's discipline.

Section 2---Grantee Race Code

Enter the ONE code below that best represents 50 percent or more based on code description for the applicant organization. Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

- A 50% or more Asian
- B 50% or more Black / African American

Section 3--- Project Race/Ethnicity Code

Enter the ONE code below that best reflects the project activities: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, chose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99."

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- H 50% or more Hispanic / Latino
- N 50% or more American Indian / Alaska Native
- P 50% or more Native Hawaiian / Pacific Islander
- W 50% or more White
- 99 no single group listed above represents 50 percent or more.

Section 3: Project Information

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). This person cannot be the same as the authorizing official.

Activity/Project Title

Enter "Regional Regranting" and your region number

Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2007, through September 30, 2008

Type of Activity Codes

Enter "14" (Professional Support--Administrative)

Arts Education Code

Enter "99" (None of this project involves art education)

Project Descriptors

Enter "Z"

Section 4: Summary Information

The information should represent your projections and estimates for the entire grant period.

Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a----Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b----Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter "0" (the amount paid to Michigan artists through the Regional Regranting Services Program)

Artists Participating

Enter the total number of artists involved in this project, the Regional Regranting Services grant program.

Amount Paid to Artists

Enter "0" (the amount paid to Michigan artists through the regional regranting Services grant program)

Individuals Benefitting

Count direct project participants, ie, the estimated total number of individuals participating in the Regional Regranting Services program during the grant period, including workshop attendees, applicants and prospective applicants who called for technical assistance, and others who may be involved in this program. Do not inflate figures. Do not use the total number of individuals served by all programs of the organization receiving the grant award.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project.

New Hires and Employees

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the Regional Regranting Services program. Include full and part-time staff.

Section 4c ----ADA Information

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5: Projected Budget

Complete the budget, paying attention to the instructions on the application form as well as the budget definitions. This must be the budget for the Regional Regranting Services Program that you are describing in your application, for which you are requesting funding.

NOTE: A detailed itemization must be provided as **Attachment #2**. The budget itemization must

follow the same format as the sample itemization in this booklet (pages 28-29) and include all sub-totals and totals.

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Note: If the applicant is NOT an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA .

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization. **On the Expense page of the budget form, please include the amount of the cash expenses that are to be MCACA monies, in the column headed "MCACA dollars."**

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer information to Budget summary (section 4a).

Section 6: Economic Assessment

Complete this section following the instructions located at the top of the form.

Section 7: Assurances

Please review carefully. Provide the signature of the authorized official, or board designee. Include the meeting and signing dates.

Section 8: Attachments

The following attachments and the Attachment Checklist (found at the end of the application) must be submitted with your application.

Attachment #1, Proposal Narrative

The Regional Regranting program involves all aspects of servicing/administering MCACA's Minigrant program in each of the state's respective regions. The FY 08 application's project narrative gives the applicant agency the opportunity to present changes and updates to their administration of the Program since those described in the FY 06 Final Report. Those changes could include items and issues in the four criteria listed on pages 11-12. Applicants are also requested to address how they are reaching underserved, rural and outlying areas and efforts at distributing funding throughout their

entire region.

Applicants may submit as many as three pages, in addition to Section One of the Application Cover Page, addressing those changes and updates to the narrative section of your FY06 Final Report. The narrative must be typed single-spaced on 8 1/2 x 11" sheets of white paper, one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum of 1" margin on each edge of the page. Label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

Attachment #2, Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization must be accurate and balance with the projected budget in section 5. **MCACA dollars: Please note that in your itemization we are requiring exact line items showing where MCACA funds will be spent as part of your cash expenses.**

ATTENTION: For FY2008, Attachments #3 – #9 are all optional, unless there have been major changes from your FY 2007 application.

Attachment # 3, Proof of Tax Exemption Status

Provide proof of tax exempt status. A 501 (c) (3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan nonprofit incorporation, articles of incorporation, bylaws, proof of sales tax exemption. Agencies of government, public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement.

Attachment #4, FY06 Regional Regranting Final Report

Provide a copy of your Final Report for fiscal year 2006. Label as Attachment #4.

Attachment #5, List of Governing Board Members

Provide a current roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise.

Attachment #6, Project Director's Resume or Bio

Provide a current resume or bio of the person who will administer/direct the project described in the application.

Attachment #7, Letters of Support

Provide no fewer than three letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involve-

Application Form Instructions / **Attachments**

ment and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

Attachment #8, Organizational History

In not more than one page, please provide a brief description of the applicant organization, including history and activities. Be sure to include the organization's mission statement.

Attachment #9, Documentation

Provide documentation as specified in the program guidelines. Provide a concise but representative sample of materials (promotional materials, workshop flyers, newsletters, press releases, etc.) to acquaint panelists with your organization and how it functions (or is prepared to function) as a Regional Regranter for the Council.

Attachments/Checklist

The Attachments/Checklist must be completed and sent with your application form.

Mailing Instructions

Applications are due June 1, 2007, for projects beginning on or after October 1, 2007.

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand-delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted or reviewed. Metered mail will not be accepted as proof of meeting deadlines.

Faxed applications are unacceptable.

The original and one copy of the completed application and required attachments must be collated and each placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 8, "Packaging" in the application form).

One copy of optional documentation requested in specific program guidelines should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

The three envelopes (two applications with attachments and one optional documentation envelope) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Send application package to:

**Grant Application, ATTN. Regional Regranting
Michigan Council for Arts and Cultural Affairs
702 West Kalamazoo
P.O. Box 30706
Lansing, MI 48909-8206**

Budget Definitions

Activity

Refers to the specific project or range of operations funded by MCACA.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated to this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see “Other Expenses.”

Non-employee Artistic Fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Application Form Instructions / Budget Definitions

Non-employee, Other Fees and Services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State Support Not From Council

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants or appropriations allocated to the activity. *Some examples of other state funding include: Department of Education, MSHDA, DNR, MDOT etc.*

NOTE: MCACA Minigrants and Touring grants cannot be included in this activity.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c" next to the dollar amount.

ATTACHMENT #2, Page 1 "Your" Arts Organization Inc.

REVENUE (p = projected) (c = confirmed)		<u>SUB TOTALS</u>	<u>TOTALS</u>
Line 1 Admissions			
Ticket sales			
4 performances x 750 x \$5 per ticket	\$15,000 p	<u>\$15,000</u>	
Line 2 Contracted services			
7 school workshops - 7 x \$150 ea	\$1,050 c		
2 school performances - 2 x \$350 ea	<u>\$700 c</u>		
	\$1,750 c	<u>\$1,750</u>	
Line 3 Other / Memberships			
400 x \$15 per membership	\$6,000		
80 x \$25 per membership	<u>\$2,000</u>		
	\$8,000 c	<u>\$8,000</u>	
Line 5 Corporate Support			
The Alexander Corporation	\$2,000 p		
15 businesses @ \$250	\$3,750 p		
4 businesses @ \$1,000	<u>\$4,000 p</u>		
	\$9,750 p	<u>\$9,750</u>	
Line 7 Other Private Support			
Millionaire Raffle	\$7,000 p		
Charities of Our Town	<u>\$3,000 p</u>		
	\$10,000 p	<u>\$10,000</u>	
Line 16 Council request		\$11,000	<u>\$11,000</u>
Line 17 Total Cash Revenue		\$55,500	<u>\$55,000</u> <u>*\$55,500</u>
(*Note: This amount should equal the amount on line 32 of the budget form.)			
EXPENSES - IN-KIND			
Line 21 Administrative Employees:			
Executive Director - 5% of salary	\$1,250	<u>\$1,250</u>	
Line 25 Other fees/services (non-employee)			
7 school teachers - 7% of salary			
7 x \$2,450 =	\$17,150	<u>\$17,150</u>	
Line 26 Space Rental			
Allante Elementary Auditorium			
2 performances - 2 x \$800 =	\$1,600	<u>\$1,600</u>	
Line 33 Total In-Kind Expenses		\$20,000	<u>\$20,000</u> <u>*\$20,000</u>
(*Note: This amount should equal the amount on line 18 of the budget form.)			

Application Form Instructions / Sample Itemization

ATTACHMENT #2, Page 2
"Your" Arts Organization

EXPENSES - CASH	<u>MCACA</u>	<u>Cash Expenses</u>	<u>TOTALS</u>
Line 21 Administrative Employees			
Executive Director - 20% of salary	\$1,500	\$5,000	<u>\$ 5,000</u>
Line 22 Artistic Employees			
Grover Dance Company (5 dancers)			
4 performances -4 x \$5,550	\$,5000	\$22,200	
2 performances -2 x \$1,300	<u>\$1,300</u>	<u>\$2,600</u>	
		\$24,800	<u>\$24,800</u>
Line 24 Artistic Fees / Services			
Robert Perry (dancer)			
2 three-hour workshops - 2 x \$200	\$400	\$400	
John Dubin (dancer)			
1 lecture/demonstration - 1 x \$200	\$200	\$200	
Darla Heller (dancer)			
2 in-service 2 x \$200	\$400	\$400	
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x \$800	\$500	\$1,600	
The Mozart Symphony			
4 performances - 2 x \$2,500	<u>\$1,700</u>	<u>\$10,000</u>	
		\$12,600	<u>\$12,600</u>
Line 26 Space rental			
Hicks theater			
4 performance - 4 x \$1,050		\$4,200	<u>\$ 4,200</u>
Line 28 Marketing			
Newspaper Ads			
4 x \$180		\$720	
5 x \$200		\$1,000	
2 x \$780		\$1,560	
Posters			
50 x \$13		<u>\$ 650</u>	
		\$3,930	<u>\$3,930</u>
Line 29 Other Expenses			
Ticket Agent		\$500	
School materials			
Dance Dream booklets - 245 x \$3		\$735	
Teacher guide booklets - 7 x \$5		\$35	
Royalties		\$2,450	
Millionaire raffle		\$1,000	
Corporate fundraising solicitation		<u>\$250</u>	
		\$4,970	<u>\$4,970</u>
Line 32 Total Cash Expenses		<u>\$55,500</u>	<u>*\$55,500</u>

(*Note: This number should equal the amount reported on line 17 of the budget form.)

***NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.

Test Yourself

Take a look at the following questions. If you can answer each question “Yes,” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No,” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application Narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project? Why? How? When?
8. Are the project activities accessible to the general public? Persons with disabilities?
9. Is the facility where the project activities will take place accessible to persons with disabilities?
10. Do resumes and bios of key personnel reflect relevant experience and expertise?
11. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
12. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
13. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?